



2016-2017
Student-Parent Handbook

1022 Waterville Road
Waldo, Maine 04915
Telephone: (207) 342-5231
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Auto Collision Repair
Automotive Technology
Building Construction
CNA
Computer Careers
Culinary Arts
Diesel Technology
Early Childhood Occupations
Electrical Trades
Emergency Medical Services
Graphic Design
Outdoor Leadership
Small Engines
Welding Technology
ESP/STRIVE

"Technical Training for Today and Tomorrow"

Staff Directory

Caruso, Nicole	Outdoor Leadership
VACANT	CNA
Fales, Drew	Building Construction
Farmer, Lindsay	Graphic Design
Finley, Lyn	Secretary
Henry, Lassie	ESP/STRIVE
Hubbard, Tanya	Literacy Specialist
Johnson, Jeremiah	Computer Careers
Kein, Bonnie	Student Services Coordinator
Kreamer, Bill	Educational Technician
Shue, Holly	STRIVE Ed Tech
Hills, Tyler	STRIVE Ed Tech
Littlefield, Rachel	Early Childhood Occupations
Maniscalco, Matthew	Culinary Arts
Maynard, Joya	Business Manager
Michaud, Kevin A.	Director
Plengey, Jonathan	Welding
Porter, Scott	Custodian/Maintenance
Oxton, Sean	Custodian
Rich, Jennifer	Mathematics & Testing Coordinator
Russell, Gilman	Auto Collision Repair
Schaeffer, Dan	Electrical Trades
Scipione, Mark	Small Engines & Diesel Technology
Seekins, Dennis	Maintenance Supervisor
Stackpole, Ryan	Automotive Technology
Zane, Nancy	Emergency Medical Services

For contact information see end of booklet, instructors are in class and not available for telephone calls from 8:30-11:00 a.m. and 11:45 a.m. to 2:10 p.m.

Waldo County Technical Center serves students enrolled in the following school systems:

Mount View High School	568-3255
Belfast Area High School	338-1790
Searsport District High School	548-2313

WCTC offers one and two year programs for young men and women. For further information, please contact your local high school guidance counselor or WCTC.

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WELCOME

Dear Students and Parents/Guardians:

Waldo County Technical Center welcomes you to the 2016-17 school year. The student's decision to attend career and technical education will provide additional educational opportunities. The Waldo County Technical Center's professional staff will enhance the standards of the program and students will travel additional pathways to success.

The Student/Parent Handbook has been designed to address and answer the vast majority of procedures and expectations. At any time, if there is a question, please feel free to contact the Main Office and/or Director. Please see "**Purpose of this Handbook**" section below for further information.

We are committed to providing an educational experience for the entire school community. We are excited with regards to the upcoming school year. Your decision to be part of the career and technical education team will be rewarding.

Sincerely,

Kevin A. Michaud
Director

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to keep parents and students informed in regards to the policies and procedures of Waldo County Technical Center. Since students are expected to understand their responsibilities as a student of our technical center, we strongly encourage both students and parents to familiarize themselves with this handbook. Should you have further questions regarding this handbook, please do not hesitate to contact us for further clarification. We can be reached at 342-5231; extension 204-kmichaud@waldotech.org and extension 205 – bkein@waldotech.org. Please note that cooperative board policy supersedes any errors or changes made to our policies during the school year. If there is any inconsistency of a school rule or board policy the cooperative board policy takes precedent. Cooperative board policies can be located in the Main Office and on our web page, www.waldotech.org

Kevin A. Michaud
Director

Bonnie Kein
Student Services Coordinator

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MISSION STATEMENT

Waldo County Technical Center is committed to providing quality technical education programs and appropriate skills for employment and post-secondary education for the people of Waldo County.

GOALS

- Provide a safe environment
- Display respect for individual differences
- Model and develop problem-solving skills
- Support and encourage life-long learning
- Collaborate with business and community
- Integrate new technology
- Demonstrate openness to change
- Promote continuing education for all age levels
- Develop professional work attitudes

WHAT YOU CAN DO TO BE SUCCESSFUL

It is up to you! You can have a very successful educational experience at the Waldo County Technical Center by having:

A GOOD, COOPERATIVE ATTITUDE

Cultivate a positive attitude--"I can do it"--and work hard, be cheerful, pleasant, and willing to accept each and every task as a challenge. Be considerate and understanding of the feelings of others. Assume responsibility for your mistakes, and work diligently to correct them. Be willing to accept constructive criticism from your instructor and others. Arrive in class prepared to learn. Seek to learn as much as you possibly can and take full advantage of your WCTC experience!

A SERIOUS APPROACH TO LABORATORY & CLASS WORK

You should secure the necessary textbooks, supplies, tools, and materials for your chosen program immediately. A good student goes to class on time each day. Valuable learning and training time can be lost as a result of tardiness or

absence. Strive to develop good study habits in the class. This includes: (1) listening attentively, (2) bringing materials to class, and (3) participating actively. Dress appropriately for a technical/ business environment.

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GUIDING STATEMENT

Students are reminded that technical programs are voluntary and elective. The potentially dangerous nature of many learning activities in Technical Education makes it necessary for us to tolerate nothing less than everyone's fullest cooperation. Because of the occupational emphasis, what is expected "on the job" must be maintained in the classroom/shops. Failure to abide by any of the policies and procedures outlined in this handbook will be dealt with in an appropriate and fair manner.

WHAT WCTC CAN DO FOR YOU!

STUDENT SERVICES

Student Services at Waldo County Technical Center includes individual help to students concerning post high school education and financial aid, career planning and academic progress. The Student Services Coordinator has an open door policy. The Student Services Coordinator is available for conferences with parents, school personnel, and representatives of various community agencies. At no time should you be in doubt of your teenager's progress at WCTC. Please feel free to contact the school if you have a question or concern.

COURSE CREDITS & GRADES/STANDARDS

The courses at WCTC are considered to be an integral part of the high school curricula and carry four (4) credits/standards upon successful completion of a full time program. One of the four credits may be used for integrated studies if approved by the partner school at registration time. Course changes are not allowed after the third Thursday in September. Students wishing to drop a WCTC class and return to their high school must do so within the Add/Drop period of their partner high school.

Each instructor maintains a daily and weekly summary of a student's progress in the technical program. At the mid-point of each grading period an interim report will be issued reflecting the student's progress at that point. WCTC submits number/letter grades/standard four (4) times each year to be included on the student's high school report card. All incomplete grades must be made up within two weeks. Failure to do so will result in a grade of "F".

A – 100-93

B – 92-85

C – 84-77

D – 76-70

F – 69 or below

Students who successfully complete their program will receive a report listing competencies acquired during the school year. Additionally students and/or parents may request copies of these reports following the completion of any quarter. This report may be very useful when applying for employment or post-secondary education.

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PORTFOLIOS

Portfolios are an integral part of the WCTC experience, which can enhance a number of post-secondary opportunities for WCTC scholarships, seniors must include their portfolio with the scholarship application.

OUTSIDE WORK PROJECTS

WCTC exists to provide “hands-on” learning experiences for the students. The intent is to develop in each student the entry- level skills needed to begin work in a specific occupation. Where time permits and if the work being requested meets the educational objectives of a program, outside work projects may be accepted by the school.

The work, if accepted, is for the sole purpose of instruction. Neither Waldo County Technical Center nor its agent assumes liability for work projects undertaken.

Persons, (students included) seeking to have work performed by the Technical Center must first complete a Work Order Form (available in the main office). WCTC reserves the right to accept or reject any work project request. All work projects accepted will be learning activities with no guarantee with regards to workmanship or date of completion and the owner of the work project will provide all necessary materials.

AWARDS

The staff at WCTC likes to recognize students for their achievements. Students may be nominated by teachers for Student-of-the-quarter. By participating in SkillsUSA competitions, students may receive awards at the local, state and national levels. WCTC holds an Award Ceremony each June to recognize students identified by teachers as the most outstanding in their chosen trade area. Various leadership, attendance, achievement and scholarship awards are also given at that time.

HONOR ROLL

Students who receive a quarterly grade of 90 or above and have no more than three days of absences for the quarter will be eligible for the WCTC honor roll.

PERFECT AND EXCELLENT ATTENDANCE

Students who miss no classtime all year except for partner school events will receive a Perfect Attendance Award.

Students who miss no more than three days for the year except for partner school events will receive an Excellent Attendance Award.

POST SECONDARY FOLLOW UP

Waldo County Technical Center per federal grant guidelines is required to track student's post-secondary opportunities. Waldo County Technical Center will follow up on a student that participates in any course. Follow up will be conducted one, three, and five years after completion of the student's secondary experience.

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GENERAL INFORMATION

ACCIDENTS AND ILLNESS

All accidents are to be reported to the office in order that an Accident Report Form can be filed. If you have an accident in class, be sure to report it to your instructor however minor it might appear. If you become ill, please tell your instructor and then report to the office. One of the office personnel will assist you by calling your home and notifying your parent/guardian. Students are dismissed to parents/guardians and/or individuals listed on registration forms **only**.

TELEPHONES

The office phones are for school business only. In the event of an emergency and with permission from the instructor, students should report to the office to use the telephone.

VISITORS

Visitors to WCTC are welcome throughout the year. We are proud of our programs and facility. Persons interested in visiting and observing classes at WCTC are required to obtain prior permission from the instructor. All visitors must report to the office upon arrival. Parental conferences with teachers during the day should be made through the Student Services Coordinator.

FIELD TRIPS

Field trips are an extension of the classroom and all school rules are applicable. Students are to attend as a group and return as a group unless written notice has been received by the school office to have the student return with parent or guardian. Students must complete a Field Trip Permission Form, which requires endorsement by partner school principal.

LOCKERS

Lockers may be assigned to all students by the instructor. Lockers are to be used for safekeeping of shop clothing, books, tools, and equipment belonging to you. No school property or tools are to be placed in the lockers. Lockers are school property and subject to search. As a procedure to aid the prevention of theft from lockers, students are encouraged to spin the combination dial of their locks at least one complete turn after closing them and pull down on both lock and locker handle.

Locker security is the complete responsibility of each student.

SAFETY

Safety education is WCTC's **Top Priority** and an important part of the curricula. Rules of safety in all classrooms, shops, and laboratories will be strictly enforced. These rules are for the protection of the student and others and will be adhered to at all times. Protective clothing and goggles and/or safety glasses must be worn in all shops, and in classrooms where required. All students will be expected to dress appropriately for a technical environment.

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FIRE SAFETY

Maine State Law requires that complete fire drill evacuation be carried out periodically. Other safety drills may be carried out during the school year. Please comply with the following:

1. Learn the fire drill procedures for your shop, laboratory, or classroom
2. Learn the special fire drill duty assigned to you by your instructor
3. Take part in every fire drill in an alert, serious manner
4. Know the correct exit for your part of the building (posted in classrooms). **Remember: The next one may be for real!**

BOOKS, SUPPLIES, TOOLS & FEES

In some courses you will be required to make additional purchases. Books that are loaned to **you** become your responsibility until they are returned to the proper person.

Supplies and small hand tools will be issued periodically. Tools and equipment are all chargeable to you when signed out for your use. You may be required to purchase small hand tools, kits, and some consumable supplies. In some courses, you will be asked to pay a fee, which will cover the cost of most consumable supplies. **Return of books and/or property and payment of test fees is a requirement of all WCTC classes. Credit/Standards will not be issued for any class until all financial obligations are met.**

SCHOOL PROPERTY

Respect for all school property, grounds, and equipment must be maintained at all times. Students will be billed for any damage for which they are responsible. Cooperation of all students is requested so that we can keep WCTC in the best possible condition.

DRESS CODE

It is our goal to maintain a professional and safe environment for students and staff. Clothing that provides a distraction for others or presents a safety hazard is prohibited.

No clothes with alcohol, tobacco, or other drug related pictures or slogans.

No clothing with sexually or culturally offensive pictures or slogans.

Both shoulders must be covered with at least a ½ inch of material.

Tops should not reveal breasts.

Shirts should be tucked in or extend over the belt line.

Length of skirts, dresses, or shorts should be no shorter than 4 inches above knee.

No underwear showing.

Instructors may develop and enforce dress codes for specific programs to insure a professional and safe environment for their students.

MEDIA DEVICES

WCTC will not be held responsible for CD players, cell phones, radios, CDs or any other valuables that are lost or stolen. Students should leave such valuables home or at their partner high schools.

Media devices may be used in classrooms with teacher permission only for specific classroom assignments or during class break.

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CELL PHONES

The use of cell phones within the classroom/shop will be determined by individual program guidelines. If a student has their cell phone out without permission, it may be taken by school personnel. The student can retrieve their cell phone at the end of the period or on their way out. Second offense will mean that the cell phone will be taken and must be retrieved by the parent/guardian. Use of a picture cell phone will mean loss of the phone until the parent/guardian retrieves the phone. Students should make sure that parents/guardians have the WCTC telephone number so that in the case of an emergency students may be contacted through the office. Any student who needs to telephone home for emergency reasons may use the office telephone.

MEDICATION

Over-the-counter Medications (OTC) - School officials will not dispense OTC medications. Students may never carry more than one day's dose in a labeled container. Students are not allowed to share OTC medications with other students.

Prescription Drugs - Students on prescribed drugs for a period of less than two (2) weeks may carry one day's dose in the labeled container provided by the pharmacy that filled the prescription. Students must inform their instructor and must self-administer the prescription. Students on long-term prescription drugs will be required to have documentation and an action plan from their partner school nurse.

Students who have a prescribed inhaler(s) may carry them and use them as directed by their physician. Violation of any part of the Medication Policy may result in disciplinary action.

BUILDING EVACUATION

Students are responsible to learn the evacuation procedure from the instructor, as it applies to that room or location in the building. Exit should be prompt and orderly. Directions are posted in all areas of the building.

SCHOOL CANCELLATION

In case of a storm or emergency, "no school" announcement for WCTC will be broadcast over WLWZ Channel 2, WABI Channel 5, WVII Channel 7, WKIT, WZON, WDME, Q106.5, Z107.3, 92.9, I-95 and WDEA-AM, prior to 7:00 a.m. **NOTE:** Any day that your high school has cancelled classes, you are not required to attend classes at Waldo County Technical Center.

GRADING/ATTENDANCE

It is our belief that one of the most important factors relating to success is attendance. The “hands on” learning experiences that are such an essential part of every program at WCTC are not replaceable. Therefore, it is most important that students have good attendance. In addition, learning to make good decisions and setting priorities are skills which will lead to successful experiences not only in school but in future endeavors.

Students’ quarterly grades will be determined as follows:

Attendance	20%
Classroom/Shop	80%

Only exceptions to the above formula will be for those classes that have national certification syllabus and/or college grading systems they are required to follow.

Students with documented absences only will be allowed make-up work

Documented absences per Maine State Law are as follows:

- Personal illness
- An appointment with a health professional that must be made during the school day.
- Observance of a recognized religious holidays when the observance is required during the regular school day.
- A family emergency.
- A planned absence for a personal or educational purposes, that have been approved.
- Suspension from either WCTC or partner high school.

Legal Reference: TITLE 20A MRSA SEC. 5001-A

Make-up work is a student’s responsibility. It is up to the discretion of the teacher to determine whether a student should make-up work after school, spend comparable time on a written assignment, or perform another type of make-up task. Students must complete make-up work within five (5) school days from the last absence.

TARDIES

1. Tardy students must report to the office before going to class.

2. Students being dismissed must bring a note and be dismissed through the office.
3. The third tardy/dismissal in a quarter will count as an absence. An additional absence will be recorded with every third tardy/dismissal thereafter.

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RESPONSIBILITIES

TOBACCO PRODUCTS

Waldo County Technical Center is a tobacco-free environment and the following policy is in effect. Tobacco use in any form or possession of tobacco in any form by students is prohibited in all school buildings and on school ground at any time. Violation of this policy will lead to a three (3) day out-of-school suspension for the first offense. A five (5) day out-of-school suspension for the second offense and removal from WCTC for the third offense.

LEAVING ASSIGNED AREA

Students are expected to be in class or shop under the supervision of the teacher. Students leaving the classroom/shop without the teacher's permission may receive up to three (3) days out-of-school suspension.

SUSPENSIONS

The student has the responsibility to make up all work missed during a suspension from school. Failure to complete assigned make-up work within 10 school days of the suspension date will result in a "zero grade" for the time missed. If suspension occurs in the last two weeks of a ranking period, an "incomplete grade" will be given. Disciplinary action at partner schools and/or WCTC are concurrently enforced. Example: Two day out of school suspension from WCTC will also be enforced as a two day out of school suspension from the partner school.

LEAVING SCHOOL PREMISES

Students leaving school premises without permission of the Technical Director (or his designee) will receive up to three (3) days school suspension.

DRUGS AND ALCOHOL

There is no room in the technical shops for students who are under the influence of any mind-altering substances. Parents of students whose behavior or physical appearance is suspicious will be called and drug testing may be required. Students may also be searched if there is reasonable suspicion of drug possession. Students will be suspended for the following first offense drug and alcohol problems:

1. Proof of possession – at least **5 days**

2. Use of - at least **5 days**
3. Possession of paraphernalia – at least **5 days**
4. Sale/transfer – at least **10 days** – possible expulsion

2nd Offense:

1. Proof of possession – at least **10 days and possible removal from WCTC**
2. Use of – at least **10 days and possible removal from WCTC**
3. Possession of paraphernalia – at least **10 days and possible removal from WCTC**
4. Sale/transfer – removal from WCTC

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3rd Offense:

1. Proof of possession – **Removal from WCTC**
2. Use of – **Removal from WCTC**
3. Possession of paraphernalia – **Removal from WCTC**

When the administration receives information which they determine reliable that a student is involved in any of the above activities, they shall inform the student, the student's parent/ guardian, and the student's high school. Referral to the sheriff's department or state police is possible, especially in any case involving sale

LASER POINTERS

Laser pointers can cause eye injury and/or be distracting to someone who may be working with potentially dangerous equipment. Laser pointers brought to school will be confiscated. Other disciplinary action may occur depending on offense.

MATCHES, LIGHTERS & OTHER INCENDIARY DEVICES

Students are not to bring matches, lighters or other incendiary devices to WCTC. Students who are found with such materials will have those materials confiscated and may face further disciplinary action.

TEACHER RESPECT

All teachers of WCTC are officials of the school, and are to be respected as such. Students who are disrespectful or insubordinate toward a teacher will receive disciplinary action appropriate to the offense committed.

THEFT

Theft is a personal quality that is not tolerated in actual job situations and will not be tolerated at WCTC. Proof of theft will result in immediate suspension of up to **ten (10) days** and possible referral to the sheriff's department or state police.

VANDALISM

Any deliberate damage or defacing of school property will require the student to pay full restitution to Waldo County Technical Center. Other disciplinary action appropriate to the offense committed may also be involved, including referral to the sheriff's department or state police.

WEAPONS & DANGEROUS INSTRUMENTS/OBJECTS

A student will not possess, handle, transport, manufacture or use any weapon or any object or substance that could reasonably be considered a weapon. Students who violate this rule may be subject to not less than three (3) days suspension and may be referred to school board for expulsion. The Waldo County Sheriff's Department will be contacted if appropriate.

FIGHTING

Fighting and other acts of violence **will not** be tolerated at WCTC. Other acts of violence include threats made to peers and staff. Students involved in a fight will be suspended for a minimum of **five (5) days**.

OBSCENITIES

Inappropriate language or gestures will involve disciplinary action appropriate to the offense committed.

BULLYING PROHIBITED

Bullying is not acceptable conduct at Waldo County Technical Center and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

BULLYING DEFINED

"Bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that:

- A. A reasonable person should expect will have the effect of:
 - 1. Physically harming a student or damaging a student's property;
 - 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
 - 3. Substantially disrupting the instructional program or the orderly operations of the school; or
- B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

APPLICATION OF POLICY

This policy applies to bullying that takes place at school or on school grounds, at any school sponsored activity or event, or while students are being transported to or from school or school sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property.
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;

- C. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- D. Stalking;
- E. Blocking access to school property or facilities;
- F. Stealing or hiding books, backpacks, or other possessions;
- G. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student’s race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

Instructors will go over the complete policy with students and the policy is posted in each classroom.

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TRANSPORTATION

BUS STUDENTS

Bus transportation to and from WCTC is provided for students enrolled in any of the senior high schools. Students are picked up and returned to their home schools. Every effort is made, both at the high schools and WCTC, to see that buses do not leave early and consequently cause you to miss your bus. By the same token, it must be stressed that you should adhere to the bus schedules and arrive to board the bus before it leaves.

WCTC does not consider missing a bus to be an excusable reason for tardiness and/or absence from school. Actions will result in disciplinary action. Neither can WCTC be responsible for the return transportation for you if you miss the bus at WCTC. Bus students are to adhere to the following:

1. Be on time, as the bus cannot wait for you.
2. Obey your bus driver at all times.
3. Hold all talking to a normal conversational level
4. Do not stand up until the bus has come to a complete stop.

STUDENT AUTOMOBILE USE

Seniors and juniors are allowed to drive to WCTC. Exceptions will be made on a case by case basis. Students driving a vehicle to the Technical Center must first obtain written permission from the partner school and follow the transportation policies and procedures of the partner school district and WCTC (forms available at WCTC main office).

Also, students are reminded that any vehicle parked on school grounds is subject to search if reasonable suspicion by administration warrants it.

The following are the conditions in exchange for the privilege of using private transportation.

1. To transport myself **directly** to and from WCTC without “stopping off” or “hanging out” in various locations.

2. To park in the designated student parking area and enter the building immediately and via the main office doors upon arrival.
3. Not to use or allow others to use my vehicle during designated school hours.
4. To drive prudently enroute to and from WCTC.
5. To be punctual to class daily.
 - Any driver who has:
 - 3 Tardies will lose driving privileges for 1 week
 - 6 Tardies will lose driving privileges for 1 month
 - 9 Tardies will lose driving privileges for remainder of the year.
 - Tardies will accumulate for the year.
6. ***Transport ONLY passenger(s) who are immediate family members with advance written permission from the parents.***

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7. Failure to comply will result in the following disciplinary action:
 - a. The first offense – loss of driving privilege for one (1) week (5 school days)
 - b. The second offense – loss of driving privilege for one (1) month (20 school days)
 - c. The third offense – removal of driving privilege for the school year.

The above progression applies to normal circumstances. The Director or his/her designee may alter the disciplinary action depending on circumstances. Any student who loses his or her driving privileges will be required to take the school bus during the revocation period. Home School students or high school students with modified schedules who lose privileges may be transported by parents or their adult designee (over 21).

8. Any reported misuse of driving privilege as reported by a local county or state Law Enforcement will mean loss of privilege. The length of revocation will be determined by nature of the offense at the discretion of the director or his/her designee.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

To access student records at WCTC, parents and eligible students (at least 18 years of age) have the following rights regarding student records:

1. To have access to review the record of their son or daughter or their own record.
2. To challenge the content of educational records with which there is disagreement.
3. To inform the school if basic student information (name, address, date of attendance, extra-curricular activities) considered “directory information” is not to be released without prior consent.

- To file a complaint with the Family Rights Privacy Act office to resolve serious concerns.

VIDEO/ELECTRONIC SURVEILLANCE ON SCHOOL PROPERTY

In order to uphold the school's responsibility to ensure the safety and security of people and equipment, video/electronic surveillance may be used on the school's property. Appropriate signage will also be used to notify visitors to the Center. Students found to be in violation of Center policies, regulations, rules or law as a result of surveillance shall be subject to appropriate disciplinary action. Violations of law may be referred to law enforcement agencies. Full details of the surveillance policy may be found in the school's policy handbook.

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Staff Email & Telephone Extensions

	<u>email</u>	<u>Ext</u>
Nicole Caruso	ncaruso@waldotech.org	102
Drew Fales	dfales@waldotech.org	112
Lindsay Farmer	lfarmer@waldotech.org	126
Lyn Finley	lfinley@waldotech.org	201
Bonnie Kein	bkein@waldotech.org	205
Bill Kreamer	bkreamer@waldotech.org	223
Lassie Henry	lhenry@waldotech.org	121
Tanya Hubbard	thubbard@waldotech.org	221
Jeremiah Johnson	jjohnson@waldotech.org	116
Sean Oxton	soxton@waldotech.org	---
Jonathan Plengey	jplengey@waldotech.org	103
Scott Porter	sporter@waldotech.org	---
Rachel Littlefield	rlittlefield@waldotech.org	119
Matt Maniscalco	mmaniscalco@waldotech.org	122
Kevin A. Michaud	kmichaud@waldotech.org	204
Jennifer Rich	jhrich@waldotech.org	222
Gilman Russell	grrussell@waldotech.org	110
Daniel Schaeffer	dschaeffer@waldotech.org	114
Mark Scipione	mscipione@waldotech.org	106
Nancy Zane	nzane@waldotech.org	127

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Upcoming Events

- October - WCTC Open House 26th & College Fair
Meet your son/daughter's teacher, see examples of student work, Seniors/parents get their pin #'s for financial aid. Door Prizes, Spaghetti Supper, etc.
- November - 9th FAFSA Fiesta Financial Aid night for Seniors & their parents.
- January - Local Skills USA Competitions
- March 3rd - State Skills Competition in Bangor
- April 13th - Scholarship Packets Due
- May - National Technical Honor Society Induction
- June 7th - Recognition/Awards Ceremony

Services & Products

Route 137 Café is open later in the year and meals are served to the public promptly at 12:30 p.m. For more information contact ext 122.

Well Houses are available for sale in May and June for more information please contact ext 112. Small shed type buildings made to order as well. STRIVE has play houses available towards the end of the school year please contact ext. 120.



Tools for Success

At W.C.T.C. — And Beyond

Attendance

Attitude
Achievement
Respect
Responsibility
Teamwork
Trust
Work Ethic

4 Year College
2 Year College
Military
Industry

Waldo County Technical Center
1022 Waterville Road
Waldo, ME 04915
Telephone: (207) 342-5231
Fax: (207) 342-4070

AFFIRMATIVE ACTION STATEMENT

Waldo County Technical Center does not discriminate in its education and employment programs on the basis of religion; age; race; color; national origin; sexual orientation; gender; marital or parental status and disability and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504 and ADA may be made to the Affirmative Action Officer, Bonnie Kein, at Waldo County Technical Center 1022 Waterville Road, Waldo, ME (207) 342-5231 ext 205.

GRIEVANCE PROCEDURE

- A. When a student and/or parent feels there has been discrimination, she/he may file a written grievance through the Officer.
- B. Within three working days the Officer shall bring such grievance to the attention of the administrative officer.
- C. The administrative officer shall, within ten days after receiving the complaint from the Officer, review the situation in consultation with the Officer and notify the grievant of the decision to take action or not to take action.
- D. When a grievant is not satisfied with the action by the administrative officer, the case may be appeal to the school board and then to the state or federal agency having jurisdiction over these matters.

ASBESTOS CONTAINING MATERIAL

Waldo County Technical Center has been inspected for the presence of Asbestos containing Building Materials (ACBM's). A written plan (Asbestos Management Plan) for the management of ACBM's has been developed. The asbestos management plan identifies the type and location of ACBM's in school buildings and outlines operational procedures for proper building maintenance to minimize the exposure to asbestos hazards. The center also maintains records of all asbestos reinspections, surveillance activities, and response actions. These records are available for your inspection in the WCTC director's office.

INTEGRATED PEST MANAGEMENT (IPM)

Because pesticides pose risks, WCTC as mandated by the state has adopted an IPM policy. This policy along with "Pesticides in Schools Regulations" are on file at WCTC and may be reviewed at any time. If WCTC were to use a pesticide to control a pest problem, notification to students, parents, legal guardians and staff would be given at least five days before planned application. Pesticide application notices will also be posted in school and on school grounds. Reports of prior applications are also available for review.

ACCREDITED BY:

State of Maine Department of Education